



UNITED STATES MARINE CORPS  
MARINE ATTACK SQUADRON 542  
MARINE AIRCRAFT GROUP 14  
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IN REPLY REFER TO:  
3090  
CO  
19 May 17

POLICY LETTER 8-17

From: Commanding Officer, Marine Attack Squadron 542  
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDER'S CRITICAL INFORMATION REQUIREMENTS (CCIRs)

Ref: (a) 2d MAW CCIRs / Notification Events Version 9.0

1. VMA-542 will comply with the 2MAW CCIRs, version 9.0, dated 9 Apr 2017.  
The following notification rules apply:

- a) For all 2DMAW CCIRs listed as "URGENT":
  - 1) Immediately call the squadron CO, XO, and SgtMaj, in that order, and notify them that a 2MAW URGENT CCIR has been triggered.
- b) For all 2DMAW CCIRs listed as "FIRST AVAILABLE":
  - 1) Prior to 2200: immediately call the CO, XO, and SgtMaj, in that order, and notify them that a 2MAW FIRST AVAILABLE CCIR has been triggered.
  - 2) After 2200: provide email notification to CO, XO, and SgtMaj. Provide email subject line of: "2DMAW FIRST AVAILABLE CCIR TRIGGERED". Provide in the body of the email a "5 Ws report" on the event in question. Follow up the following morning, no later than 0700, with an in-person report (work day), or a phone call (not a work day).

2. The following additional CCIRs are specific to VMA-542:

- a) Any suicide attempt or ideation, or any self-inflicted bodily harm, by a VMA-542 Marine or Sailor - immediately call the CO, XO, SgtMaj, OPSO, and S-1 Officer.
- b) Any incident of equal opportunity violations by or on a VMA-542 Marine or Sailor - immediately call the CO, XO, SgtMaj, and OPSO.
- c) Any indication of loss or compromise of classified or COMSEC material - immediately call the XO.
- d) A VMA-542 aircraft has lost contact and is more than 30 minutes beyond scheduled land time - immediately call the CO, DSS, ASO, and XO.
- e) Any VMA-542 Marine or Sailor being arrested or held in custody of law enforcement - immediately call the XO and SgtMaj.
- f) Any change in destructive weather condition - call the OPSO and AMO.
- g) A VMA-542 aircraft executes a precautionary emergency landing to an unscheduled airfield - immediately call the OPSO and AMO.
- h) A Red Cross Message is received - immediately call the CO, XO, and SgtMaj.

  
S. M. SCHREIBER